



Western Lane Ambulance District

2625 Highway 101
410 9th Street
Florence, OR 97439-9702
(541) 997-9614

Date: May 30, 2019

To: Certified Public Accountants for Municipal Audit Services

From: Dina McClure, Office Manager

Subject: Professional Auditing Services for Western Lane Ambulance District

Western Lane Ambulance District is soliciting proposals from qualified firms of certified public accountants to audit Western Lane Ambulance District's financial statements for fiscal years ending:

June 30, 2019
June 30, 2020
June 30, 2021

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility- authorization by the State Board of Accountancy to conduct audits.
2. Experience of your firm in relation to the scope of audit for Western Lane Ambulance District.
3. A list of similar local governments of pertinent public accounts served by your firm, including at least three that can serve as references.
4. Audit firm staff stability history – what assurances you can provide Western Lane Ambulance District regarding the assignment of your permanent personnel to the engagement.
5. Resumes for staff to be assigned to the audit.
6. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within Western Lane Ambulance District.
7. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. Please include how many non/audit-related hours are

included in the base fee. The proposal should also state that any increase in the audit fee will be immediately disclosed to the Fire & EMS Chief. Please provide fees in the event a single audit is required.

8. An outline of a work plan and estimated number of hours for each significant segment of work with estimated number of hours by classification of staff, i.e. partners, senior and junior.
9. Your willingness to draft and print an annual report.

Prior years audited annual financial reports can be accessed on the Division of Audits website: <https://secure.sos.state.or.us/muni/public.do>.

The decision of the selection of the firm to conduct the audit will be made by the WLAD Board of Directors at their June 27, 2019 meeting. The board reserves the right to refuse any and all proposals. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting municipal audits.

All questions and correspondence should be directed to Dina McClure via email at dina@svfr.org or by calling 541-997-3212.

I look forward to receiving your proposal on or before 5:00pm on June 20, 2019.

Regards,



Dina McClure
Office Manager
Western Lane Ambulance District